



July 31, 2014

SR #: Number (if applicable)

Case #: Number (if applicable)

MIS Case #: Number (if applicable)

Respondent Name
Street Address
City, BC X1X 1X1

Dear Respondent Name:

Client Name is receiving assistance from the Ministry of Social Development and Social Innovation (SDSI). It is a condition of eligibility for income assistance that all clients assign their maintenance rights to SDSI.

It is the goal of the Family Maintenance Program (FMP), which is a service of SDSI, to settle these maintenance claims by mutual agreement to avoid the necessity of a court hearing. We realize that there is already an existing order or written agreement in place, and we would like to take this opportunity to review it and update it as appropriate.

If you agree to pay maintenance, your consent would be recorded in either a written agreement or a consent order. You should seek legal advice before entering into a written agreement or a consent order. While it may be quicker and less expensive to proceed by way of a written agreement, the legal effect of a written agreement may differ from the legal effect of a consent order.

Please see the attached Advice to FMW form, which allows you to advise SDSI how you wish to proceed. The amount of child maintenance which may be payable by you will be based on the Federal Child Support Guidelines (CSG) (copy attached) and your gross annual income.

If you are interested in negotiating a written agreement or a consent order regarding the maintenance you will pay, we request that you provide SDSI with the following documents, pursuant to sections 15 to 20 of the CSG:

- A completed Financial Statement (enclosed)
- Three most recent pay stubs
- Proof of any/all other monthly income (e.g. E.I., pensions, etc.)
- Income tax returns for the past three years
- Financial or personal information (*for self employed respondents*)

The Ministry of Social Development and Social Innovation operates under the authority of the *Employment and Assistance Act* and Regulations, and the *Employment and Assistance for Persons with Disabilities Act* and Regulations.

Ministry of Social
Development and
Social Innovation

Office Name

Mailing Address
Office Mailing Address

Telephone: Office Phone
Facsimile: Office Fax

Please be advised that SDSI will proceed with a court application for maintenance against you if I have not received your financial information nor heard from you by July 31, 2014.

If you have questions or require further information, please contact me at Worker Phone Number.

Note: You may seek legal advice before responding to this form/letter.

Sincerely,

Worker Name
Family Maintenance Worker

HR3296 (14/07/22)

SAMPLE

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